UNITED NATIONS **ST**

Secretariat

ST/IC/1997/10
31 January 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of December 1996 reflects a 2.93 per cent movement over the December 1995 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 2.64 per cent, with effect from 1 January 1997.

3. The General Assembly, in section III of its resolution 51/216 of 18 December 1996, approved the common staff assessment scale for determining the pensionable remuneration of all categories of staff, effective 1 January 1997, as recommended by the International Civil Service Commission (ICSC) in its twenty-second annual report. The application of the revised rates of staff assessment yields lower amounts than the corresponding gross pensionable remuneration effective 1 January 1996. In line with the modalities approved by the General Assembly with respect to the implementation of the revised rates of staff assessment, at those levels and steps where the revised gross pensionable remuneration is lower than those under the previous salary scale effective

* Personnel Manual index No. 3123.

1 January 1996, the latter gross pensionable remuneration will be retained for purposes of computing pension contributions and benefits for staff members on board prior to 1 January 1997. This transitional measure shall remain in effect until the retained gross pensionable remuneration levels are overtaken as a result of subsequent adjustments to the salary scales.

4. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,188 to $1,200 net per year, effective 1 January 1997. The latter amount represents 3 per cent of the mid-point of the lowest and highest New York salary scales, i.e. G-1, step I and S-7, step IX.

5. The amount of other allowances, i.e. dependent spouse allowance, allowance for the first dependent child of a single, widowed or divorced staff member and secondary dependant and language allowances remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 January 1997, and will be reflected in the end of February 1997 payroll.

Annex

Salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters

A.1. Salary scale for staff in the General Service category at Headquarters

United States dollars

Effective 1 January 1997

Level		STEP I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	48 937	50 421	51 885	53 355	54 833	56 288	57 809	59 317	60 826	62 335	63 843*
	(Gross pension)	48 579	49 969	51 358	52 747	54 137	55 527	56 916	58 305	59 695	61 084	62 473*
	(Total net)	38 228	39 681	41 138	42 593	44 048	45 503	46 958	48 413	49 868	51 323	52 778*
	(Net pension)	38 228	39 681	41 138	42 593	44 048	45 503	46 958	48 413	49 868	51 323	52 778*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 059	45 819	47 611	49 386	51 162	52 918	54 714	56 489	58 265	60 041	61 948*
	(Gross pension)	41 372	43 079	44 785	46 491	48 198	49 904	51 611	53 317	55 024	56 730	58 437*
	(Total net)	34 604	35 918	37 232	38 546	39 860	41 174	42 488	43 802	45 116	46 430	47 744*
	(Net pension)	34 604	35 918	37 232	38 546	39 860	41 174	42 488	43 802	45 116	46 430	47 744*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	39 616	41 208	42 816	44 424	46 013	47 641	49 249	50 857	52 465	54 073	55 681*
	(Gross pension)	39 086	40 632	42 177	43 723	45 268	46 814	48 359	49 904	51 450	52 995	54 541*
	(Total net)	31 304	32 494	33 684	34 874	36 064	37 254	38 444	39 634	40 824	42 014	43 204*
	(Net pension)	31 304	32 494	33 684	34 874	36 064	37 254	38 444	39 634	40 824	42 014	43 204*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	35 760	37 157	38 555	39 952	41 404	42 858	44 312	45 766	47 220	48 674	50 128*
	(Gross pension)	35 230	36 628	38 025	39 423	40 820	42 217	43 615	45 012	46 410	47 807	49 204*
	(Total net)	28 335	29 411	30 487	31 563	32 639	33 715	34 791	35 867	36 943	38 019	39 095*
	(Net pension)	28 335	29 411	30 487	31 563	32 639	33 715	34 791	35 867	36 943	38 019	39 095*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 257	33 526	34 795	36 064	37 332	38 601	39 870	41 185	42 505	43 826	45 146*
	(Gross pension)	31 728	32 997	34 266	35 534	36 803	38 072	39 341	40 610	41 879	43 147	44 416*
	(Total net)	25 638	26 615	27 592	28 569	29 546	30 523	31 500	32 477	33 454	34 431	35 408*
	(Net pension)	25 638	26 615	27 592	28 569	29 546	30 523	31 500	32 477	33 454	34 431	35 408*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 095	30 242	31 388	32 535	33 682	34 829	35 975	37 122	38 269	39 416*	
	(Gross pension)	28 646	29 736	30 859	32 006	33 153	34 299	35 446	36 593	37 740	38 886*	
	(Total net)	23 203	24 086	24 969	25 852	26 735	27 618	28 501	29 384	30 267	31 150*	
	(Net pension)	23 203	24 086	24 969	25 852	26 735	27 618	28 501	29 384	30 267	31 150*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	26 238	27 274	28 310	29 347	30 383	31 419	32 456	33 492	34 529*		
	(Gross pension)	25 930	26 915	27 900	28 885	29 870	30 890	31 927	32 963	33 999*		
	(Total net)	21 003	21 801	22 599	23 397	24 195	24 993	25 791	26 589	27 387*		
	(Net pension)	21 003	21 801	22 599	23 397	24 195	24 993	25 791	26 589	27 387*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration):

First language	1 380 net per annum.
Second language	690 net per annum.

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A.2. General Service category: schedule of gross pensionable remuneration applicable to staff members on board prior to 1 January 1997

	STEPS										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	48 137	50 043	51 959	53 876	55 793	57 709	59 631	61 560	63 490	65 420	67 350*
G-6	43 405	45 122	46 840	48 558	50 280	52 009	53 739	55 468	57 197	58 926	60 668*
G-5	39 094	40 642	42 198	43 755	45 311	46 868	48 424	49 983	51 550	53 116	54 684*
G-4	35 243	36 639	38 036	39 433	40 832	42 238	43 644	45 051	46 457	47 863	49 269*
G-3	31 732	33 002	34 271	35 540	36 810	38 079	39 348	40 620	41 899	43 176	44 534*
G-2	-	29 740	30 871	32 015	33 161	34 307	35 453	36 599	37 745	38 891*	
G-1	-	-	-	-	29 874	30 897	31 933	32 969	34 006*		

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 January 1997.

* Long-service step.

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B.1. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	59 019	61 067	63 186	65 304	67 423	69 542	71 661
	(Gross pension)	57 749	59 647	61 593	63 569	65 545	67 520	69 496
	(Total net)	45 674	47 136	48 598	50 060	51 522	52 984	54 446
	(Net pension)	45 674	47 136	48 598	50 060	51 522	52 984	54 446
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	55 464	57 324	59 185	61 122	63 117	65 113	67 109
	(Gross pension)	54 332	56 120	57 908	59 697	61 530	63 391	65 252
	(Total net)	43 043	44 420	45 797	47 174	48 551	49 928	51 305
	(Net pension)	43 043	44 420	45 797	47 174	48 551	49 928	51 305
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	51 903	53 650	55 397	57 145	58 892	60 686	62 559
	(Gross pension)	50 910	52 589	54 268	55 947	57 627	59 306	61 010
	(Total net)	40 408	41 701	42 994	44 287	45 580	46 873	48 166
	(Net pension)	40 408	41 701	42 994	44 287	45 580	46 873	48 166
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	48 347	49 981	51 615	53 249	54 882	56 516	58 150
	(Gross pension)	47 493	49 063	50 633	52 203	53 773	55 343	56 914
	(Total net)	37 777	38 986	40 195	41 404	42 613	43 822	45 031
	(Net pension)	37 777	38 986	40 195	41 404	42 613	43 822	45 031
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	44 796	46 316	47 836	49 357	50 877	52 397	53 918
	(Gross pension)	44 080	45 541	47 002	48 463	49 924	51 385	52 846
	(Total net)	35 149	36 274	37 399	38 524	39 649	40 774	41 899
	(Net pension)	35 149	36 274	37 399	38 524	39 649	40 774	41 899
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	41 242	42 649	44 055	45 462	46 869	48 276	49 682
	(Gross pension)	40 664	42 016	43 368	44 720	46 072	47 424	48 776
	(Total net)	32 519	33 560	34 601	35 642	36 683	37 724	38 765
	(Net pension)	32 519	33 560	34 601	35 642	36 683	37 724	38 765
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	37 783	39 025	40 277	41 569	42 861	44 153	45 445
	(Gross pension)	37 254	38 495	39 737	40 979	42 220	43 462	44 703
	(Total net)	29 893	30 849	31 805	32 761	33 717	34 673	35 629
	(Net pension)	29 893	30 849	31 805	32 761	33 717	34 673	35 629
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	34 356	35 487	36 618	37 749	38 881	40 012	41 189
	(Gross pension)	33 827	34 958	36 089	37 220	38 351	39 482	40 614
	(Total net)	27 254	28 125	28 996	29 867	30 738	31 609	32 480
	(Net pension)	27 254	28 125	28 996	29 867	30 738	31 609	32 480
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration):

First language	1 380 net per annum.
Second language	690 net per annum.

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B.2. Trades and Crafts category: schedule of gross pensionable remuneration applicable to staff members on board prior to 1 January 1997

	STEPS						
Level	I	II	III	IV	V	VI	VII*
TC-8	57 934	59 866	61 804	63 742	65 680	67 618	69 556
TC-7	54 469	56 283	58 096	59 917	61 743	63 569	65 396
TC-6	51 000	52 704	54 406	56 109	57 812	59 519	61 234
TC-5	47 550	49 132	50 720	52 312	53 904	55 496	57 088
TC-4	44 115	45 585	47 057	48 528	50 002	51 482	52 962
TC-3	40 677	42 037	43 398	44 759	46 119	47 480	48 841
TC-2	37 261	38 502	39 745	40 992	42 242	43 491	44 742
TC-1	33 830	34 963	36 095	37 228	38 361	39 492	40 627

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

* Long-service step.

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C.1. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	43 105	45 265	47 424	49 584	51 743
	(Gross pension)	42 455	44 530	46 606	48 681	50 756
	(Total net)	33 898	35 496	37 094	38 692	40 290
	(Net pension)	33 898	35 496	37 094	38 692	40 290
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	37 968	39 568	41 215	42 880	44 545
	(Gross pension)	37 438	39 038	40 638	42 238	43 838
	(Total net)	30 035	31 267	32 499	33 731	34 963
	(Net pension)	30 035	31 267	32 499	33 731	34 963
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	34 909	36 371			
	(Gross pension)	34 380	35 842			
	(Total net)	27 680	28 806			
	(Net pension)	27 608	28 806			
	(NPC)	0	0			

[a] Includes [illegible]ng Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C.2. Public Information Assistant/Tour Coordinator/Supervisor category: schedule of gross pensionable remuneration applicable to staff on board prior to 1 January 1997

	STEPS				
Level	I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant[a]	42 479	44 569	46 659	48 749	50 847
Public Information Assistant II and Tour Coordinator	37 449	39 048	40 650	42 259	43 869
Public Information Assistant I	34 387	35 848			

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

[a] Includes Briefing Assistant as at 1 September 1991.

D.1. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	50 430	52 153	53 876	55 599	57 322	59 045	60 826	62 671	64 519	66 367	68 214	70 062
	(Gross pension)	49 494	51 150	52 806	54 462	56 117	57 773	59 429	61 114	62 837	64 560	66 283	68 006
	(Total net)	39 318	40 593	41 868	43 143	44 418	45 693	46 968	48 243	49 518	50 793	52 068	53 343
	(Net pension)	39 318	40 593	41 868	43 143	44 418	45 693	46 968	48 243	49 518	50 793	52 068	53 343
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

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B.2. Language Teacher category: schedule of gross pensionable remuneration applicable to staff on board prior to 1 January 1997

	STEPS											
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	49 571	51 248	52 926	54 605	56 283	57 961	59 643	61 332	63 022	64 711	66 401	68 090

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

* Long-service step.